



# TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL  
PUBLIC MEETING NOTICE  
August 27, 2020, AT 7:00 PM  
COUNCIL CHAMBERS  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

## **AGENDA**

### **A. Call to Order – Mayor**

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum
- c. Invocation

*Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.*

### **B. Call to the Public – Mayor**

*A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

### **C. Consent Agenda - Mayor**

*All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a*

*Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.*

- C.1** Consider approval of the minutes of the Regular Council meeting, including the executive session, held on August 13, 2020.
- C.2** Consider approval of the Payment Approval Report in the amount of \$17,615.29.
- C.3** Consider approval of the disposal of surplus cell phones including 2 Verizon GZOne flips, 1 T-Mobile Nokia, 1 Verizon Motorola, 1 Sprint flip, 1 Sprint Samsung flip, 1 Samsung flip, 1 Verizon Nokia, 1 Verizon GZOne smart, 3 Verizon Samsung slides and 1 Kyocera plus miscellaneous charging cords and phone cases through Public Surplus.
- C.4** Consider approval of the disposal of an Easy Gate kit through Public Surplus.
- C.5** Consider approval of the disposal of 2 Infinity foot controls through Public Surplus.
- C.6** Consider approval of the disposal of 2 Lanier Healthcare Dictation Foot Controls w/ 1 power supply through Public Surplus.
- C.7** Consider approval of the disposal of a Bunker Hill Security System through Public Surplus.
- C.8** Consider approval of the disposal of a Panasonic KX-TS880 Phone (landline) through Public Surplus.
- C.9** Consider approval of the disposal of surplus file cabinet dividers through Public Surplus.
- C.10** Consider approval of the disposal of 1 front load bucket, 1 big front load bucket and 1 big vehicle axle through Public Surplus.
- C.11** Consider approval of the disposal of 1 large cat condo and 3 medium wire dog kennels through Public Surplus.
- C.12** Consider approval of the disposal of a 1969 Winnebago, VIN#6381931556 through Public Surplus.
- C.13** Consider approval of the disposal of 10 miscellaneous brands of bicycles through Public Surplus.
- C.14** Consider approval of the disposal of 1 Toshiba printer, 1 Brother J-4700W printer, 1 box of miscellaneous computer accessories (keyboards, mouse, cords) through Public Surplus.
- C.15** Consider approval of the disposal of a network server rack and network panel racks through Public Surplus.
- C.16** Consider approval of the disposal of an uninterruptable power box through Public Surplus.
- C.17** Consider approval of the disposal of 3 portable heaters through Public Surplus.
- C.18** Consider approval of the disposal of 1 pull up bar through Public Surplus.

#### **D. Unfinished Business before the Council – Mayor**

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## **E. New Business Before Council - Mayor**

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**E.1 Discussion and/or Action [Suzanne Harvey]:** Director Harvey will present Welcome Packets that have been designed by Library Staff for new residents.

**E.2 Discussion and/or Action [Mayor Wallace]:** Council will provide direction to staff regarding the hiring of a Town Clerk.

**E.3 Discussion and/or Action [Mayor Wallace]:** Council will discuss the proposed copy machine/service contract for Town facilities.

**E.4 Discussion and/or Action [Director Howe]:** Authorization of needed repairs to a Caterpillar D8 tractor at the landfill.

## **F. Department Director reports**

## **G. Items to be placed on future agendas**

## **H. Reports of Current Events by Council**

## **I. Adjournment**

Posted at 5:00 PM on August 25, 2020, at the following locations:

<b>Town Hall Bulletin Board</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Town Hall Lobby Windows</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Town Website</b> <a href="https://huachucacityaz.gov">https://huachucacityaz.gov</a>
<b>Huachuca City U.S. Post Office</b> 690 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Huachuca City Library Windows</b> 506 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Huachuca City Police Department</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616

*Ms. Brandye Thorpe*  
Office Manager

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Councilmembers, with the exception of confidential material relating to possible executive sessions, is available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at [www.huachucacityaz.gov](http://www.huachucacityaz.gov)

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
August 13, 2020 AT 7:00 PM  
COUNCIL CHAMBERS  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

## **AGENDA**

### **A. Call to Order – Mayor**

- a. Pledge of Allegiance
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**The meeting was called to order at: 7:00pm  
The Pledge of Allegiance was led by: Mayor Wallace  
The invocation was offered by: Elder Thomas**

### **Roll Call.**

**Present: Johann Wallace, Donna Johnson, Cynthia Butterworth, Christy Hirshberg, Jean Post, Suzanne Harvey (Not voting), Thomas Benavidez, Attorney (Not voting).**

**Absent: Joy Banks, Debbie Trate.**

### **B. Call to the Public – Mayor**

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Mayor Wallace recognizes Jeffrey Ferro. Mr. Ferro commends Mr. Halterman and his team for the work they did on a water line break two weeks ago in the vicinity of Grant and Third Street. He feels the damage was extensive and the Public Works department did a great job of getting water back on for the residents as quickly as possible.

### **C. Consent Agenda - Mayor**

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- C.1** Consider approval of the minutes of the Regular Council meeting held on July 23, 2020.
- C.2** Consider approval of the Payment Approval Report in the amount of \$ 30,920.56.
- C.3** Consider approval of the disposal of a lot of cell phones and MiFi's including 11 Samsung Galaxy j36V, 1 Samsung Galaxy S7, 1 Kyocera, 1 Samsung Galaxy Note5, 1 Samsung Galaxy j3 Eclipse, 3 Apple Iphones, 1 Nokia, 1 Samsung, 4 Kyocera flips, 3 LG 450 flips and 6 Verizon MiFi's through Public Surplus.
- C.4** Consider approval of the disposal of a 2004 Jeep Grand Cherokee 1J4GW58N64C115758 through Public Surplus.
- C.5** Consider approval of the disposal of a 1996 Ford F-150 1FTEF15YXTLB93902 through Public Surplus.
- C.6** Consider approval of the disposal of a 1995 Chevrolet Truck 1GCHC39N3SE227196 through Public Surplus.
- C.7** Consider approval of the disposal of a 2013 Dodge Avenger 1C3CDZAB1DN537205 through Public Surplus.
- C.8** Consider approval of the disposal of a 2000 GMC JIMMY 1GKCS13W6Y2345972 through Public Surplus.
- C.9** Consider approval of the disposal of 36 rolls of 3 1/8"x120' thermal paper and 35 rolls of 3 1/8" thermal paper through Public Surplus.
- C.10** Consider approval of the disposal of 1 Evolis Zenius card printer through Public Surplus.

**Motion:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mayor Pro Tem Johnson requests that item C.2 be removed and further discussed.

**Motion:** Approve items C.1 through C.10 with the exception of item C.2, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
Motion passed unanimously.

**Motion:** Item C.2, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mayor Pro Tem Johnson advises that the Payment Approval amount in the Agenda was \$30,920.56, however in the Payment Approval report provided to Council the amount is \$45,897.07.

**Motion:** Change the Payment Approval amount to \$45,897.07, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.  
Motion passed unanimously.

#### **D. Unfinished Business before the Council – Mayor**

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**D.1 Discussion and/or Action [Director Howe]: Landfill Expansion:** Director Howe will give a presentation regarding the location of the area included in the Landfill Expansion Permit.

**Motion:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Director Howe gives a presentation with several maps of the current landfill and the proposed landfill expansion permit area to give Council a better idea of the area being discussed. He advised that the expected permit life of the current permit is expected to last through April of 2041.

He gave several options regarding what could be done moving forward.

1. Do Nothing.. Cancel the expansion process and use the existing Landfill until closure. We will need to have construction level drawings for closure design based upon the existing permit (cost of engineering)
2. Proceed with acquiring a new permit to expand the landfill. Two step process  
ADEQ administrative review and ADEQ Technical review. New permit issued and no interface with ADEQ hereafter. (Minor Cost) >\$20,000



3. Proceed with step 2 plus add construction level engineered drawings and engineer's construction cost estimate. (Higher cost)
4. Proceed with steps 2 & 3 plus prepare Request for Proposals to construct phase one new cell and phased closure of existing landfill. (Minimal cost)
5. Receive qualified Bids, review and recommend award
6. Begin construction (Significant cost)

Councilmember Butterworth: Just to confirm, if we get the permit now, we won't necessarily need to use it and the current landfill is good until 2040?

Director Howe: 2041 actually, yes. Having the permit on hand could be very valuable, especially if it should ever be decided to sell at some point because it adds another 58 years on top of the 41 years in the current permit.

Mayor Wallace summarizes the options for everyone again.

Mayor Wallace: No one likes the idea of expanding the landfill right now, however having the permit is not a bad thing. Ten years down the road the requirements could change and make it impossible to get. I don't have a problem applying for and getting the permit.

Director Howe: I would recommend that we have a work session with Hugh and get all our questions answered and make sure there is nothing we are missing.

Councilmember Butterworth: Shouldn't we just go ahead and start the process of getting the permit, because we are all agreed that we should just go ahead and have that even if we never use it?

Mayor Wallace: I'm just going with what Director Howe is suggesting and that is that we meet with the environmental specialist before we move forward.

It was decided that Council will have a work session with Director Howe and Hugh, the environmental consultant, so that more questions could be asked and more detailed answers provided.

No other action taken.

#### **E. New Business Before Council - Mayor**

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**Motion: Manager and or Director reports Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Cynthia Butterworth.**

Director Harvey: Mr. Goad called today and has offered to buy us the paint and supplies to paint the property that we acquired. That is really good news because that is going to save us a lot of money. He is looking to put together some volunteers to help us get it painted because our Public Works Department is so short.

Director Wenc: Our Operating Fund did increase from a little under \$200,000.00 to \$368,000.00.



## **F. New Business Before Council - Mayor**

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**F.1 Discussion and/or Action [Mayor Wallace]:** APPROVAL OF RESOLUTION 2020-15 A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AUTHORIZING THE TOWN TO SUBMIT AN APPLICATION FOR FY 2020 STATE COMMUNITY DEVELOPMENT BLOCK GRANT ["CDBG"] FUNDS, CERTIFYING THAT THE APPLICATION MEETS THE TOWN'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY AND PROPER TO IMPLEMENT AND COMPLETE THE PROJECT DESCRIBED IN THE APPLICATION.

**Motion:** Item F.1, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Mayor Wallace: This should have been done meetings ago, however talking with Dennis from Seago and working with Suzanne and Brandye, this item was missed and that's why it's here. I've already signed the paperwork for the grant application, we just need this to go forward with it.

**Motion:** Resolution 2020-15, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
Motion passed unanimously.

Mayor Wallace moves items F.5 and F.6 up next.

**F.5 Discussion Only [Chief Thies]:** Recognition of Rebecca Sizemore and her service to the Town.

**Motion:** Item F.5, **Action:** Open for Discussion Only, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Chief Thies: Tonight, I have the unique opportunity of sending one of my own off to make the County better. Animal Control Officer Rebecca Sizemore applied for and received a job at Cochise County Animal Control. She is an asset that we have lost and they have gained. Thank You Rebecca.  
Council also thanks Rebecca.

**F.6 Discussion Only [Chief Thies]:** Recognition of Gerald Hursh being nominated for the Top Twenty under Forty.

**Motion:** Item F.6, **Action:** Open for Discussion Only, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Chief Thies: Gerald Hursh, the remaining Animal Control Officer was nominated by a previous volunteer, Rose Phillips, for the Top Twenty Under Forty. Although we do not have a shelter anymore, we still need to take care of our four legged friends, and our two legged friends need our help just as much. Mr. Hursh continues to get certifications and has found funding through grants to help the organization. I am not surprised that he was nominated. Thank You! Mayor Wallace: The article says, "His enthusiasm and passion is evident as he interacts with the public, before, during and even after adoptions and during calls," Rose Phillips wrote in her nomination of Hursh for the Herald/Review's Twenty Under 40. "Jerry has worked tirelessly since the day he was hired to better himself, his peers, the lives of the animals in his care and the animals within the community." "This is very true, I interact with Mr. Hursh, as I do with all the Towns employees and he's always running around with a smile on his face. Really happy, really go-lucky. Way to go man.

**F.2 Discussion and/or Action [Director Harvey]:** Director Harvey will give an update on the status of the buses and bus line services.

**Motion:** Item F.2, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Suzanne Harvey: The number one goal, when we got this grant was to provide bus service to our residents. We need to build it in a sustainable way in order for us to be able to get the federal grant funding to continue services. We have to have data to apply for those grants, which are extremely competitive. The buses have been serviced, and are back. We have done preliminary bus inspections. We have also reviewed the deficiencies from before. Budget changes have been made by Seago, who have much more experience with these things. Connie, the regional mobility expert, has provided us with templates so that we can do things right from the start. The Sierra Vista MPO is helping coordinate efforts in these different groups and are willing to assist with a feasibility study and help us apply for those federal grants. SVMPO has also set aside funds to help us for transit planning and our match for those funds will be in-kind, so our salaries. Bus number 8 had an animal get in it and the smell is overwhelming. It also has the lowest mileage and is in the best condition otherwise. It has been recommended that we have a company come out and clean it to remove the smell instead of getting rid of it, so that is what we are going to try first. We may need to replace the seats if that doesn't work, but he recommends we keep that bus as a back up in case one of the others goes down for some reason. Bus number 10 has some ripped seats and we can't put it into service like that, we may be able to get seat covers, if not we might have to replace those seats. Bus number 9 is ready to go and is excellent shape. We also may need to modify existing IGA's regarding bus stops and times of service. We can run this bus for a year. The 53-10 grant is open in January and funding would not be received until October 2021. We will also need to adjust our fee schedule. We want ours to match Sierra Vista and there are some differences right now. Next steps include getting the new fee schedule approved and published, startup action plan, service plan, policies and procedures, smell mitigation for the one bus, cleaning procedures and seats fixed or replaced. The good news is that other places

in Cochise County are already doing this and we will just have to take theirs and modify them to our needs. We also need to get drivers hired and trained. Bus routes should not be too complex. We should have only a couple of pick-up points, not set stops just yet during the pilot period. We also need to figure out ticket sales.

Mayor Wallace: There was nothing figured out previously regarding tickets. This will need to be ironed out.

Suzanne Harvey: With everything that still needs to be done, a realistic start date would be November 1<sup>st</sup>, 2020. They also recommended that since seating will be so limited, especially with COVID-19, we have reservations 24 hours in advance.

Councilmember Butterworth: With the limited seating, will there be a problem for our riders to use the Sierra Vista buses?

Suzanne Harvey: They have larger buses and more routes, so I don't think it will be a problem, however we will coordinate with them as well.

Mayor Wallace: I have seen more movement in the past week on the whole bus thing than we have seen in the last three months so thank you two very much. This is something that everyone on Council wants done and wants in place and we've been asking for so now we have a clear path of what we need to do next. Obviously we have to correct the fees. I will reach out to Mayor Escapule about what it is that they are needing as well because I don't think there was a clear understanding before.

Attorney Benavidez: If we do need to amend our fee schedule, if we need to increase or change our fees, it would have to be on the website for 60 days and so if the Council could authorize us to move forward with creating a new fee schedule and authorize us to move forward with publishing it as well if necessary so we can meet the deadline. If you could direct staff to move forward with publishing it if it needs to be published, just so that staff has that direction. It would need to be approved by Council obviously but just so that staff has that direction to move forward with posting it on the website.

**Motion:** Move forward with adjusting the fee schedule to match Sierra Vista's and post it as necessary, **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth. Motion passed unanimously.

**F.3 Discussion and/or Action [Mayor Wallace]:** RESOLUTION NO. 2020-16 - ADOPTING A NEW FEE SCHEDULE FOR TRASH SERVICES – The Council will consider an increase in trash service fees. The Town's contract with Waste Management requires that fees be adjusted annually to keep up with increased costs as measured by changes in the Consumer Price Index.

**Motion:** Item F.3, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mayor Wallace: By contract with Waste Management, the fees will be raised annually. This should have already been done as well but was dropped. What is the cost of increase?

Suzanne Harvey: 22 cents

Mayor Wallace: What will be the effective date?

Attorney Benavidez: It would be effective right away because we have already gone through the publishing process.

Mayor Wallace: Again this is mandatory by contract.

**Motion:** Resolution 2020-16, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

**F.4 Discussion and/or Action [Mayor Wallace]:** Council will provide direction to staff regarding the hiring of a Town Manager.

**Motion:** Item F.4, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mayor Wallace: We are going to use the original job posting that brought us our first Town Manager. Wage should be \$75,000.00 plus benefits.

Mayor Pro Tem Johnson: I don't think we need a Town Manager.

Mayor Wallace: Town Code says we have to have one.

Mayor Pro Tem Johnson: Then I think we should change it.

Mayor Wallace: We can't do that right now, it's not on the Agenda.

Mayor Pro Tem Johnson: Then I think we should start at \$65,000.00 plus benefits and we can go from there. I do suggest that we do background checks and reference checks.

Mayor Wallace: So we are going to use our original job posting, starting at \$65,000.00. We need to be able to ask our own questions, not the can questions that we had. We know our Town better than anyone else. I want Councilmembers to each submit 3 questions to Suzanne and Brandye so we can consolidate and remove duplicates and create our own questions. I agree that we have to do background checks and reference checks.

Suzanne Harvey: When we start getting applications in, do you want us to bring them to you as we get them or hold them and provide them all at once? Also do you want us to stop accepting them at a certain time?

Mayor Wallace: Job posting will be open 60 days, give us an update every week on if we have received any, and we will set a date to review them all at once.

Suzanne Harvey: We do have one already, even though the job isn't open yet they saw it on the website.

Councilmember Butterworth: You were saying before that you have several ideas where you would like to go to advertise it?

Suzanne Harvey: Yes, I would like to advertise it more broadly than it was before. I would like to go to the VA and Arizona at Work.

Mayor Wallace: Go ahead and advertise it wherever you can, as long as it doesn't cost anything. Mr. Benavidez, we will be getting our questions blessed by you for legality. We don't want to give the candidates the questions so they don't have time to rehearse their answers. Is there a problem with the Directors reviewing the applications as well and giving their input?

Councilmember Hirshberg: Yes, because what if one of them applies?

Attorney Benavidez: We can't distribute any personal information, so it would have to be scrubbed before it could be given out.

Suzanne Harvey: I could always take that information out before they were distributed. I think it would be a good idea anyway to not include names or anything that way there aren't any preconceived ideas. Of course if it was one of us, we could recognize it by the jobs.

Attorney Benavidez: No one who is applying should be able to see any other candidates information because that gives an unfair advantage.

Mayor Pro Tem Johnson: I think we just keep them and look at them all at once but don't let the Department Heads see them at all.

Debra Hirshberg: I think we need to see the names.

Mayor Wallace: Suzanne will collect the applications and give us an update once a week, open for 60 days, starting at \$65,000.00 plus benefits, using the job posting that brought us our first Town Manager. When we get close to the end of 60 days we will get a final count and see if we need to extend or if we are good to close.

**Motion:** Proceed with process to hire a new Town Manager as discussed, **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.  
Motion passed unanimously.

**F.7 Discussion and/or Action [Mayor Pro Tem Johnson]:** Mayor Pro Tem Johnson will discuss the sewer rates and a flat rate vs. the current percentage rate.

**Motion:** Item F.7, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mayor Pro Tem Johnson: When all this started I didn't pay much attention. If we charged \$30 flat rate every month per 800 houses we would have 24,000.00/month. That's \$288,000.00 per year. I feel that we are paying way too much on sewer. I would like to look into it as a flat rate.  
Mayor Wallace: No, and here's why. That would hurt the people who conserve water and reward the people who waste it. We don't meter our sewage, we can't. We can't offset the cost of larger families usage by charging the small ones the same amount. Once we have more data, we can look at adjusting the percentage which is 3% right now. We will have to look at revenues and expenses and see if we are greatly exceeding that 3% or are we going right.

Councilmember Butterworth: That's exactly what we discussed with the former former Town Manager, was that after a year we could look at everything and review and see if we could decrease or even if we needed to increase the percentage. I kept hoping for a decrease.

Mayor Wallace: We can review the last fiscal year that just closed out and see how things stand and evaluate it from there. Keep in mind that if we drop that, the cost to maintain the infrastructure is going to continue to go up.

Councilmember Hirshberg: Don't forget the Muffin Monster.

Mayor Wallace: Yes, so we send our sewage to Fort Huachuca for their reclamation piece. We purchased the Muffin Monster a couple years ago out of the General Fund, and what it does is breaks up everything that gets flushed down so that we don't have blockage. I am not opposed to looking into it because it was based on 3%, we are fortunate right now to have money in savings. That money will be needed in the future. A flat rate would be unfair to our citizens though.

**F.8 Discussion and/or Action [Director Harvey]:** APPROVAL OF RESOLUTION No. 2020-17, AUTHORIZING EXECUTION OF A GRANT AGREEMENT WITH THE STATE OF ARIZONA FOR RECEIPT OF FEDERAL CORONAVIRUS RELIEF FUNDS UNDER THE AZCARES FUND PROGRAM; ACCEPTING ALL TERMS AND REQUIREMENTS OF THE GRANT AGREEMENT AND THE GRANT PROGRAM; AND

AUTHORIZING ALL ACTS NECESSARY AND PROPER TO RECEIVE THE GRANT FUNDS AND COMPLY WITH THE GRANT PROGRAM.

Mayor Wallace: This is almost \$199,000.00. It is very restrictive what this money can be used for. What we are looking at is using this money to pay for the Police Department salaries. What that does is free up \$199,000.00 of General Funds to be used in other areas. There is no restriction on that money because we used the Grant money to pay those salaries.

Suzanne Harvey: This was done specifically to give Towns the flexibility to put the funds where they need to because the state knew that we would be facing hardships due to lost revenue caused by Corona Virus. These funds have to be used for very specific purposes, however everything that Public Safety does is related. This frees up funds that would have been spent on their salaries and we can use it elsewhere. Tucson got millions and is providing free wifi everywhere, especially in low income areas. We can't afford to do that but other towns are providing small business loans to help businesses stay open. Or we can look at projects that need done and we haven't been able to do them. I will be coming back for direction on how you want the money spent once we get the funds.

Mayor Wallace: Something occurred a couple weeks ago, which got me thinking that maybe we should go to ADOT and see, if we paid for it, if we could put in a pedestrian activated crosswalk by Circle K. There was a gentleman in the middle of the road the other day and cars were just swerving past him, so I had to stop and pick him up and get him home. We have to do whatever we can. That's my thought.

**Motion:** Resolution 2020-17, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Jean Post.

Motion passed unanimously.

**F.9 Discussion and/or Action [Director Harvey]:** APPROVAL OF RESOLUTION No. 2020-18, AUTHORIZING SUBMISSION OF GRANT AND OTHER REIMBURSEMENT REQUESTS ASSOCIATED WITH THE COVID-19 PANDEMIC; DESIGNATING AN AUTHORIZED AGENT; AND AUTHORIZING ALL ACTS NECESSARY TO RECEIVE RELIEF FUNDS AND COMPLY WITH PROGRAM REQUIREMENTS.

**Motion:** Item F.9, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Chief Thies: This is the Public Assistance looking back. This is what we already spent. This covers things that we wouldn't have had to spend but due to COVID-19 have had to do, including supplies and labor.

Mayor Wallace: Is this just the Police Department or is this everyone?

Chief Thies: This is COVID-19.

Mayor Wallace: Ok so I know there was extra sanitation at the pool, someone came in and cleaned the Admin. Building, I know someone rented out the Community Center even though they weren't supposed to, so we need to look at getting that cleaned.

Chief Thies: This is the one that requires that the applicant agent be changed, listing the Town Clerk, no names. Names don't matter.

**Motion:** Resolution 2020-18, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
Motion passed unanimously.

**F.10 Discussion and or/Action [Town Attorney]:** The Council might vote to go into executive [closed] session, pursuant to A.R.S. 38-431.03(A) (3) & (4), for legal advice, consultation and to direct its attorneys concerning the water rights adjudication in Maricopa County Case No. W111-0245 ["In Re the General Adjudication of All Rights to Use Water in the Gila River System and Source"]. Following the executive session, the Council might take action to direct its attorneys.

**Motion:** Item F.10, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Attorney Benavidez: This will be brief Mr. Mayor, but we do need to go into executive session.

**Motion:** Enter Executive Session, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
Motion passed unanimously.

Executive session entered at 8:28pm  
Executive session ended at 8:32pm

**Motion:** End Closed Session, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
Motion passed unanimously.

**Motion:** Authorize amendment to Joint Defense Agreement, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.  
Motion passed unanimously.

#### **G. Items to be placed on future agendas**

**Vehicle Purchase-Chief Thies**

**Bus Fee Schedule-Suzanne Harvey**

**Reimburse Employees who don't want benefits- Councilmember Post**

**Whetstone Fire Department Contract Negotiations- Mayor Wallace**

#### **H. Reports of Current Events by Council**

Mayor Pro Tem Johnson: Webinar today about PSPRS-nothing has changed

#### **I. Adjournment**

**Motion:** , **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.  
Motion passed unanimously.

**Meeting Adjourned: 8:36pm**



Approved by Mayor Johann R. Wallace on August 27, 2020.

\_\_\_\_\_  
Mr. Johann R. Wallace  
Mayor

Attest: \_\_\_\_\_  
Ms. Suzanne Harvey,  
Interim Town Clerk

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on June 11, 2020. I further certify that the meeting was duly called and a quorum was present.

\_\_\_\_\_  
Ms. Brandye Thorpe,  
Office Manager

## Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>10-43-290</b>								
4169	Wist Office Products	20222734	Copy Paper, Folders, Pencils, Ad	07/10/2020	460.78	.00		
Total 10-43-290:					460.78	.00		
<b>10-43-360</b>								
10067	Cintas Corporation No. 445	4058298792	Uniform and Rentals/P Cushman	08/10/2020	1.34	.00		
Total 10-43-360:					1.34	.00		
<b>10-43-640</b>								
4377	Wells Fargo Remittance Center	ST00339	Az Secy of St: Trademark Name	08/19/2020	10.00	.00		
Total 10-43-640:					10.00	.00		
<b>10-51-290</b>								
4169	Wist Office Products	20223500/2727	Misc office supplies, PD0015	07/09/2020	16.16	.00		
4169	Wist Office Products	20223500/2727	Misc office supplies, PD0015	07/09/2020	473.15	.00		
Total 10-51-290:					489.31	.00		
<b>10-51-470</b>								
10357	Southern Tire Mart	6020011305	P225/60R18 Firehawk Tires	08/12/2020	755.51	.00		
Total 10-51-470:					755.51	.00		
<b>10-51-505</b>								
9867	Mac's Towing LLC	5314	Impound Vehicle	08/15/2020	85.00	.00		
Total 10-51-505:					85.00	.00		
<b>10-57-110</b>								
10067	Cintas Corporation No. 445	4058298792	Uniform and Rentals/Public Works	08/10/2020	76.08	.00		
Total 10-57-110:					76.08	.00		
<b>10-58-460</b>								
2777	Leslie's PoolMart, Inc.	00649-02-0103	3" Chlorine Tablets, Pen Pistons	08/14/2020	166.48	.00		
Total 10-58-460:					166.48	.00		
<b>10-69-845</b>								
10432	Safe Life Defense	17202	Multi Threat Vest Level iii+, PD 0	07/16/2020	615.60	.00		
Total 10-69-845:					615.60	.00		
<b>10-69-856</b>								
4169	Wist Office Products	20223499/3076	Disinfecting Wipes, PD0014	07/09/2020	181.61	.00		
4169	Wist Office Products	20223499/3076	Gloves, Disinfect Spray, Disinfect	07/09/2020	126.49	.00		
Total 10-69-856:					308.10	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>51-40-110</b>								
10067	Cintas Corporation No. 445	4058298792	Uniform and Rentals/Water	08/10/2020	15.63	.00		
Total 51-40-110:					15.63	.00		
<b>51-40-360</b>								
10307	Struse Plumbing & Air Inc	5837-2808	Vacuum Excavator, Water, 300 Bl	08/18/2020	2,790.00	.00		
10307	Struse Plumbing & Air Inc	5837-2809	Vacuum Excavator, Water, 1300	08/18/2020	1,470.00	.00		
Total 51-40-360:					4,260.00	.00		
<b>51-40-460</b>								
4375	Dana Kepner Company, Inc	8172358-00	Restock/Water Main, W-016	08/07/2020	940.66	.00		
2223	Empire Homes, Inc.	13959	Repair Water Mains and Lines, W	08/17/2020	598.04	.00		
10431	Kimbell Midwest	8144962	OMINA Partners H/Ware Working	08/11/2020	1,222.94	.00		
Total 51-40-460:					2,761.64	.00		
<b>52-40-110</b>								
10067	Cintas Corporation No. 445	4058298792	Uniform and Rentals/Sewer	08/10/2020	15.63	.00		
Total 52-40-110:					15.63	.00		
<b>52-40-460</b>								
10431	Kimbell Midwest	8144962	OMINA Partners H/Ware Working	08/11/2020	1,222.94	.00		
Total 52-40-460:					1,222.94	.00		
<b>55-40-110</b>								
10067	Cintas Corporation No. 445	4058298792	Uniform and Rentals/Landfill	08/10/2020	76.88	.00		
Total 55-40-110:					76.88	.00		
<b>55-40-360</b>								
2375	Grasshopper Landscaping & Main	370827	Remove windblown trash per prop	08/18/2020	1,407.79	.00		
10230	McCoy's Septic Pumping Service	4677	Pump Station Dump	08/11/2020	190.00	.00		
Total 55-40-360:					1,597.79	.00		
<b>55-40-460</b>								
10431	Kimbell Midwest	8144962	OMINA Partners H/Ware Working	08/11/2020	2,445.88	.00		
Total 55-40-460:					2,445.88	.00		
<b>55-40-610</b>								
2220	Empire Southwest, LLC	EMWK300765	D8 Maint Drop Belly Pan/Clean D	08/12/2020	2,250.70	.00		
Total 55-40-610:					2,250.70	.00		
Grand Totals:					17,615.29	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.



**THE KONICA MINOLTA BIZHUB COLOR IMAGING AND OUTPUT  
SOLUTION FOR**

**TOWN OF HUACHUCA CITY**

The Bizhub C360i Color System – 36 ppm  
(Replacing the City Hall Bizhub)

Current Model; New Machine

10.0" Color Customizable Touch Display

Output: ~ 4.0 BW / 6.0 Color sec.

Automatic Dual Scan Document Processor  
100 Originals

Automatic, Stackless Duplex Output

Paper Capacity:  
Standard 3 x 500 Sheet Universal Paper Drawers  
150 Sheet Full-Time Multiple Purpose Tray  
Total Base Paper Capacity = 1,650 Sheets  
Total Base Full-Time Paper Sources = 5

2,000 Sheet Multi-Position Sorter / Stapler with Two / Three Hole Punch

Media: up to 300 gm/m<sup>2</sup> = 166# Index  
Output 12" x 18"  
Banner Print

25% to 400% Reduction / Enlargement with 0.1% Zoom

Print Controller – 1.6 GHz Processor  
NIC – 10 / 100 / 1000 T-Base  
Network Connectivity Included

Emperon Print Driver:  
PCL6, Mac and .XPS  
1200 x 1200 dpi Resolution, Eight Bit Digital Color  
Mobile Print Apps: Apple Air, Google Cloud, KM, Mopria  
Secure Print, Print and Hold

Full Color Scanning  
Up to 600 x 600 dpi  
Up to 180 Color images per minute at 300 dpi  
Scan to SMB Desktop File / FTP / Email and LDAP Capable / Hard Drive /  
USB / Sharepoint  
File Formats: .tiff, .pdf, compact .pdf, .jpeg, .xps, compact .xps;

Walk up 2.0 USB Port for "Scan to" and "Print from"

System Memory:  
8 GB RAM  
256 GB Solid State Hard Drive with Secure Document Storage, Print-on-  
Demand from the User Panel

1,000 User Access Codes for Usage Control

Maximum Duty Cycle – 150,000 impressions per month



Additional **Bizhub C3350i** Color System – 35 ppm  
Possible Replacements for the Library, Fire Dept., Police

Current Model; New Machine

Touch Screen / Button Display Display

Output: ~ 4.0 BW / 6.0 Color sec.

Dual Scan Document Processor  
80 Originals – Letter / Legal

Automatic, Stackless Duplex Output

Paper Capacity:  
1 x 500 Sheet Paper Drawer  
1 x 550 Sheet Paper Drawer  
100 Sheet Full-Time Multiple Purpose Tray  
Total Base Paper Capacity = 1,250 Sheets  
Total Base Full-Time Paper Sources = 5

Cabinet Base Included

Media: up to 210 gm/m<sup>2</sup>  
Input and Output - Letter / Legal

25% to 400% Reduction / Enlargement with 0.1% Zoom

Print Controller – 1 GHz Processor  
NIC – 10 / 100 / 1000 T-Base  
Network Connectivity Included  
Emperon Print Driver:  
PCL6, Mac and .XPS  
1200 x 1200 dpi Resolution, Three Bit Digital **Color**  
Mobile Print Apps: Apple Air, Google Cloud, KM, Mopria  
Secure Print, Print and Hold

Full **Color** Scanning  
Up to 600 x 600 dpi  
Up to 40 Color images per minute at 300 dpi  
Scan to SMB Desktop File / FTP / Email / Hard Drive / USB  
File Formats: .tiff, .pdf, compact .pdf, .jpeg, .xps, compact .xps;

Walk up 2.0 USB Port for "Scan to" and "Print from"

Fax / PC-Fax Included

System Memory:

2 GB RAM + 250 GB System Hard Drive

Access Codes for Usage Control Included

Maximum Duty Cycle – 40,000 impressions per month

**ALL COPY MAINTENANCE,  
SERVICE AND SUPPLY AGREEMENT**

**Bizhub C360i and Any Optional C3350i Systems or C3850s Now Owned and Maintained**

Service Contract to include 3,000 BW and 2,000 Color Impressions per month to be included in the monthly lease payment.

Quarterly Overages at \$ .011 BW and \$ .077 Color – All Machines from All Copy Products

To Include ALL Parts, Service Calls, Labor, Preventative Maintenance, Firmware Updates, Toner, Drums, Developer and Staples Except Paper and Staples

**SERVICE EXPECTATIONS:**

ONSITE SERVICE FROM SIERRA VISTA and TUCSON

FREE LOANER

ZERO to FOUR HOUR AVERAGE SERVICE RESPONSE TIME FROM TUCSON and SIERRA VISTA

26 YEARS OF KONICA MINOLTA PRO-TECH SERVICE

The **Konica Minolta C360i** and optional C3350i **Color** Imaging and Output Systems as Specified:

Initial Supply Order, Delivery, Network Integration, FM Audit monitoring as well as operator training

### **HUACHUCA CITY:**

\$ 349.00 / mo. plus applicable taxes/fees  
36 month FMV Lease Includes Equipment, Service and Supplies – No Paper and Staples (Up to Four Machines Bundled, Cumulative Meters)

Each additional optional Bizhub C3350i add \$ 59.00  
(Service is already included)

Bizhub C368 - Current Lease(s) will be satisfied.

Key Contact – Greg Freundschuh, 24 years of Industry Experience with Award-Winning Results and Customer Satisfaction

Mayor Wallace, I appreciate the opportunity to continue our business relationship with the City.

All prices are firm for thirty days.

Thank you for your business!

**Greg Freundschuh**  
**All Copy Products**  
**520-792-4999,x 4923**  
**Tucson Sales**  
**August 17, 2020 (updated)**

Town of Huachuca City  
500 N. Gonzales Blvd.  
Huachuca City, AZ 85616  
Phone: (520) 456-1354  
Fax: (520) 456-2230

**Requisition/Purchase Order**  
(Submit completed form to Town Clerk for approval)

Vendor Name: Elite Sales  
Address: 670 S. Highway 80  
Benson, AZ 85602  
Phone: (520) 586-3339

Department: Landfill 55-40-338

Account Number:  
Requisitioned: JWH

Date: 20200820

PO #: LF FY21-014

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1	Remove / Recondition / Repair / Reinstall radiator cores (9ea.) / heat exchangers, new engine belts D8R See itemized invoice # 21782		\$7,322.77
		This includes Diagnosis PO# LF FY21-007		
SUBTOTAL				
SALES TAX				\$135.41
SHIPPING & HANDLING				
OTHER				
TOTAL				\$7,458.18

Supervisor



8-20-2020

Date

Town Clerk

8-20-2020

Date

# Elite Sales and Service LLC

670 S. Highway 80  
Benson, Arizona 85602

## Invoice

Date	Invoice #
8/19/2020	21782

Bill To
TOWN OF HUACHUCA CITY 500 N. GONZALES BLVD HUACHUCA CITY, AZ 85616

P.O. No.	Terms
LF FY21-007/014	Net 15

Item	Description	Qty	Rate	Amount
LABOR	DIAG OVER HEATING PROBLEM TIME INCLUDES TRAVEL. DOZER IS SLOW TO WARM UP AT IDLE AND OVERHEATS IN 45 MINUTES WHEN PUSHING A LIGHT LOAD. DRAINED COOLANT AND REMOVED RADIATOR CORES. FOUND TRASH BLOCKING THE AIR FLOW FROM THE FAN. REMOVED ALL TRASH AND CLEANED OUT CONDENSER AND HYDRAULIC COOLER. SENT RADIATOR CORES TO GET CLEANED. REPLACED LOWER RADIATOR SEALS, UPPER RADIATOR BUSHINGS, COOLANT HOSE THAT JOINS THE CORES TOGETHER, ALL HOSE CLAMPS, COOLANT FILTER, RADIATOR CAP, AND ALL 3 ENGINE BELTS. REMOVED DOORS AND SIDE PANEL TO ACCESS ALL TRASH. FILLED COOLANT SYSTEM. VERIFIED REPAIRS. TESTED DOZER.	12	150.00	1,800.00
LABOR	RECOMMEND REPLACING ALL FLUIDS AND FILTERS ON DOZERS. HOUR METER DOES NOT WORK AND LAST OIL SERVICE WAS IN 2019.			
LABOR	REBUILD RADIATOR	1	4,112.23	4,112.23
PARTS	COOLANT FILTER	1	22.08	22.08T
PARTS	COOLANT HOSE CAPS	2	5.88	11.76T
PARTS	RADIATOR CAP	1	15.51	15.51T
PARTS	ALTERNATOR BELT	1	44.25	44.25T

Total

Payments/Credits

Balance Due

Phone #	Fax #
520-586-3339	520-586-9204

# Elite Sales and Service LLC

670 S. Highway 80  
Benson, Arizona 85602

## Invoice

Date	Invoice #
8/19/2020	21782

Bill To
TOWN OF HUACHUCA CITY 500 N. GONZALES BLVD HUACHUCA CITY, AZ 85616

P.O. No.	Terms
LF FY21-007	Net 15

Item	Description	Qty	Rate	Amount
PARTS	A/C BELT	1	34.06	34.06T
PARTS	BANDED DRIVE BELT	1	172.72	172.72T
PARTS	LOWER RADIATOR SEALS	9	75.15	676.35T
PARTS	UPPER RADIATOR BUSHINGS	9	21.69	195.21T
PARTS	HOSE CLAMPS	20	0.81	16.20T
PARTS	COOLANT HOSE	6	1.84	11.04T
PARTS	RED HD COOLANT	16	13.21	211.36T
	UNIT #: D-8			
	PO: LF FY21-007			
	Sales Tax		9.60%	135.41

--

Phone #	Fax #
520-586-3339	520-586-9204

<b>Total</b>	\$7,458.18
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$7,458.18



Town of Huachuca City  
500 N. Gonzales Blvd.  
Huachuca City, AZ 85616  
Phone: (520) 456-1354  
Fax: (520) 456-2230

**Requisition/Purchase Order**  
(Submit completed form to Town Clerk for approval)

Vendor Name: Elite Sales  
Address: 670 S. Highway 80  
Benson, AZ 85602  
Phone: (520) 586-3339

Department: Landfill  
Account Number: 55-40-610  
Requisitioned: JWH  
Date: 20200722

**PO #: LF FY21-007**

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1	Estimate Diagnose D8R Cooling System		\$525.00
			SUBTOTAL	
			SALES TAX	
			SHIPPING & HANDLING	
			OTHER	
			TOTAL	\$525.00

*[Signature]*  
Supervisor

7-22-2020  
Date

*[Signature]*  
Town Clerk

7-22-2020  
Date

# ELITE & SALES SERVICE

Elite Sales And Service

HUACHUCA CITY LANDFILL

ESTIMATE	#163
TOTAL	\$525.00

CONTACT US

670 S. HIGHWAY 80  
BENSON, AZ 85602

(520) 586-3339

elitesalesandservice@gmail.com

## ESTIMATE

Services	amount
D 8 OVER HEATING	
D 8	
HRS	
OVER HEATING	\$525.00
DIAG OVER HEATING PROBLEM TIME INCLUDES TRAVEL	

Subtotal \$525.00

Total \$525.00

*Voided  
Included on  
Invoice 2178  
Elite Sales*

